



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

The Grove Hotel

245 South Capitol Blvd., Boise, Idaho 83702

Telephone: 1-888-961-5000 or (208) 333-8000

Meeting Location: Aspen Room, 2nd Level

Lunch Location: Cedar Room, 2nd Level

Friday, February 13, 2004:

- 8:30 a.m. – 4:30 p.m. **Full Council**
- 12:00 noon – 1:00 p.m.: Working Lunch

Hotel Accommodations: Please make your room reservations as soon as possible. We have reserved a block of rooms at The Grove Hotel. Contact them prior to **January 29** and tell them you are attending the **Workforce Development Council** meeting to get the special rate of \$61 for a single room or a double room for \$76. Billing for room charges for Council members will be sent to the Idaho Department of Labor for direct payment. Members should pay incidentals and any additional guest charges. Authorized expenses should be reported on the Travel Form. Interested parties will be responsible for their room charges. The Grove Hotel provides shuttle service to and from the airport. If the shuttle is unavailable, you can be reimbursed for taxi fare to and from the hotel. For information about accommodations, parking, meeting room locations, and map & directions, the link to the hotel web site is: <http://www.grovehotelboise.com/>.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of .36 cents per mile (effective 01/02/03) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes meal tips and tips for services paid at airports and hotels. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

Parking: Public Parking is available on the lower level below The Grove Hotel and is accessible from Capitol Street (one-way street going North). Hotel guests may park for \$4 per day upon checking in at the front desk; others will pay \$1 per hour up to \$8 per day. You may ask a merchant to validate your parking. A vacant lot called Car Park is located kiddy corner (SE) across from The Grove Hotel. You pay \$2 per day and park in a numbered stall. Access the lot from 6th (one-way street going South) or Broad (just North of Dunkley's Music).

Elevator or Stairway Access: Use the main hotel elevator from the parking garage to access the lobby on the 1st floor. The meetings are on the 2nd level. Elevators are located on the North side of the front lobby.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail ataylor@jobservice.us

About the Workforce Development Council: Please contact David Lehman, Office of the Governor, phone (208) 334-2100.

